DOCUMENT RESUME

ED 282 574 IR 051 941

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TITLE Delhi College Library--Rules and Regulations, Circulation/Reserve Desk Procedures Manual, and Reader Services Staff Manual. Revised 1986.
INSTITUTION State Univ. of New York, Delhi. Agricultural and Technical Coll.
PUB DATE 86
NOTE 72p.
PUB TYPE Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Academic Libraries; Higher Education; *Library Acquisition; Library Administration; *Library Circulation; *Library Personnel; Library Standards; *Library Technical Processes; Policy; Position Papers; Records (Forms)
IDENTIFIERS Reserve Book Collections; Shelving Practices; *State University of NY Agric Tech Coll Delhi

ABSTRACT

Following a statement of the purpose of the library, the Rules and Regulations include information on staff, hours, facilities, acquisitions, circulation, reserves, films and videotapes, database searches, interlibrary services, faculty and staff leaves, and penalties. Copies of the library's acquisitions and weeding policies and a statement of responsibilities of library student assistants are appended. Topics discussed in the Circulation Procedures Manual include four-week circulating materials/general and best-seller collections, four-county library system materials, personal reserves, reserve materials, pamphlet file materials, government documents, renewals, and shelving. Finally, the Reader Services Staff Manual includes discussions of the following topics: (1) circulation desk initial procedures; (2) checking materials in and out; (3) circulation of professional journals and reference books; (4) overnight circulation; (5) renewals; (6) reserve material; (7) the campus assessment program; (8) off-campus users; (9) the state university open access policy; (10) continuing education use; (11) interlibrary loan; (12) microfilm copies; (13) coin-operated photocopiers and typewriters; (14) change; (15) faculty photocopying; (16) money procedures; (17) shelving; (18) bibliographies; (19) student library aides; (20) the student library aide clerical aptitude test; (21) time off from library employment; and (22) professional staff emeritus. (KM)

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State University of New York
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

DELHI COLLEGE LIBRARY - RULES AND REGULATIONS

1. Purpose

A. The Delhi College Library exists primarily to serve the academic needs of Delhi College. The Library's collection and services have been developed to provide most, if not all, of the important resources that students will need in their course work, independent study, and comprehensive projects, and to supply faculty and staff with the bibliographic resources and the information they need for teaching and for administering the College.

B. As a secondary goal the Library seeks to provide some of the important resources faculty need to continue their personal academic interests, and to provide a collection of general interest materials reflecting the range of interests of educated people.

C. The Library is also interested in serving some of the needs of the general public of Delaware, Otsego and Schoharie counties. Primary responsibility for serving this group, however, is left to the local school library system, local public libraries, and the Four County Library System.

2. Staff

A. Those who wish to use the collection, facilities or services of the Delhi College Library should consult with a librarian if they are unfamiliar with the Library, or if they are uncertain about any aspect of the use they want to make of the library.

B. The librarians, with their respective areas of responsibility are:

Herbert J. Sorgen	Head Librarian	x 4107
Donald H. Young	Acquisitions	x 4107
Anna Zilles	Interlibrary Services	x 4107
Ronald Rosenblum	Cataloging/Processing	x 4107

C. Supporting the efforts of the librarians, the following clerical staff are:

Verna Loker	Cataloging	x 4107
Barbara Wakin	Acquisitions	x 4107
Shirley Brady	Processing/Reserves/Circulation	x 4107

3. Hours

A. During the official academic semesters of the College, the Library is open at the following times:

Monday-Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	2:00 p.m. to 10:00 p.m.

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B. During vacation periods library hours are usually reduced and weekend hours eliminated. Changes in Library hours are posted at the front entrance. Summer hours are 8:00 a.m. to 4:00 p.m.

C. Only Librarians and working members of the Library and maintenance/ security staff are allowed in the Library when it is closed.

D. About 15 minutes before closing time the lights will be turned off and on several times throughout the Library. This signal indicates the beginning of the closing procedure. All activities should be brought to an end and everyone should begin to vacate the facility. Materials will be allowed to be checked out until 5 minutes before closing.

E. As part of the closing procedure, members of the Library staff will go through the facility to insure the proper exit of all users.

4. Facilities

A. The Library is a place for study, for research, and for recreational reading. All use of the Library should be such as will not impede, hinder, or inconvenience these primary functions.

B. The following items are not allowed to be brought into the Library:
- Animals (except for guide-dogs for the blind)
- Food or beverages of any kind
- Radio or tape equipment without earphones

C. The Head Librarian may authorize food and drink to be brought in for official functions, such as receptions. Library staff are allowed to bring food and drink into the building for use in the staff room or in staff offices.

D. Smoking is not permitted in the Library.

E. An elevator is provided for the use of the Library staff and the handicapped. Handicapped persons needing help in using the elevator or any other facility of the Library should inquire at the circulation desk or the reference desk.

F. It is the Library's policy that study carrels and tables and lounge chairs should be freely available to all students, faculty, and staff. No carrels, tables, or chairs may be reserved for the use of one person or group. All carrels, tables, and chairs are checked daily by library staff for unattended materials. Library materials that are not checked out will be removed and returned to their proper place. Personal items will be removed and sent to "Lost and Found" (Security Office). Inquiries for lost items should be directed to the circulation desk.

G. Because an atmosphere of peace and quiet is necessary to many people for successful study or research, the Library attempts to provide this kind of environment. Throughout the Library, courtesy and consideration should govern all conversation so as to avoid disturbing others. If a complaint is made, or if a member of the library staff judges any activity to be potentially disturbing, the person(s) involved may be asked to move to another area, to cease the activity, or to leave the Library. Should disturbance continue, Campus Security may have to be contacted for assistance.

5. Acquisitions

A. The Library welcomes the suggestions of its users for new books, periodicals, and other resources to be purchased. Suggestions for purchase by students or off-campus users should be made in writing. Signed suggestions will receive a reply.

Faculty and staff should direct requests through their divisional bibliographers upon approval of the divisional dean. Priority is assigned by bibliographers reviewing divisional requests with their colleagues and coordinating that effort with the Librarian.

B. Questions about library materials on order, but not yet received, should be directed to Mr. Donald Young or Mrs. Barbara Wakin during normal business hours (Monday-Friday 9:00 a.m. to 5:00 p.m.).

C. The Head Librarian has the final responsibility and authority for the purchase of Library materials.

6. Circulation

A. The following categories of people are eligible to check out materials from the Library:

1. Delhi College students, faculty, and staff.

2. Members of the general public living in Delaware, Otsego, and Schoharie Counties.

Persons who do not belong to one of these groups are welcome to use the facilities of the Delhi College Library, but they do not have circulation privileges.

B. Delhi College students, faculty, and staff are required to provide a currently valid ID card when checking out Library materials. Members of the general public must have applied for and have on file a currently valid off-campus borrower's card for use in circulation transactions. Students, faculty, and staff ID cards that have been lost or damaged may be replaced by a temporary ID card issued by the CADI office until a new ID card can be processed and issued.

Area high school students must obtain the signature of their high school librarian attesting to their good standing in that community before they are issued off-campus borrowing privileges at the Delhi College Library.

All visiting SUNY students, faculty, and staff - upon presentation of a valid State University ID card from one's home campus - are provided the same borrowing privileges afforded the Delhi College academic community.

C. It is a condition of use of the Library that all who wish to use it agree to abide by the rules and regulations that appear in this document.

D. The following materials do not circulate outside the library:

1. Reference materials
2. Newspapers
3. Periodicals
4. Microforms
5. Materials on reserve
6. Audio-visual equipment

E. College procedure is to treat the theft and/or mutilation of library property as a criminal act. Individuals responsible for criminal acts are subject to prosecution under the New York State penal law.

Those using library materials, whether in or out of the building, are responsible for any deterioration in the condition of the material while in their use, and for the safe and timely return of the material to its proper location or to designated return areas.

F. Designated return areas are the following:

1. The circulation desk for all material that has been checked out, including reserve material.

2. The tops of microform cabinets for microforms.

3. Designated bins and carts located within the library for the return of materials which have not been checked out.

4. The external "Book Depository" for after-hours return of library material.

G. Reference materials taken from the reference area for use elsewhere in the facility should be returned to "bins" in the reference area promptly when use is finished. Reference materials may not be kept in other areas for extended use.

Indexes and abstracts should be used in that area on tables provided for their use. They should be left there for reshelving when use is finished.

H. Current periodical issues and backfiled periodical issues or bound volumes should be returned to "bins" or "carts" adjacent to the periodical or backfile areas. They are not to be reshelved by users.

I. The number of items and the length of time which an individual may check out library materials depends on the type of material and the individual's status.

Students are permitted a 28 day borrowing period; faculty and staff a full-semester loan. Both groups are permitted to borrow freely from the circulating collection.

Off-campus borrowers are permitted a 28 day loan and are restricted to three (3) items.

Only faculty, staff and authorized students may borrow normally restricted library materials (i.e. specialized periodicals, reserve, and reference materials) for limited time periods as required by curriculum, study or research.

J. Material which is needed for reserve or for another user may be recalled at any time.

K. Recall notices must be complied with immediately upon receipt of the notice. Failure to comply with a recall notice in a timely fashion is considered a serious abuse of library privileges, and may result in revocation of library privileges and/or referral to the appropriate campus judicial agency for action.

L. The library will send overdue notices to borrowers who have not returned material more than 20 days overdue. There is a fine of $3.00 per item for materials that are more than 20 days overdue. If the item is not returned to the library, there is a replacement charge plus the overdue charge.

M. Material from the general collection out on a semester loan may be renewed with the permission of the Head Librarian.

N. Persons who wish to use material that is checked out to someone else may complete a "reserve card" for notification on its return. If the material is on long-term loan (i.e. 28 days or full-semester) the material will be recalled if the current borrower has had it for at least two weeks. Persons who are notified that material is being held for them must pick it up within five (5) days, or it will be returned to the collection.

O. Circulation records are not public records. The Library reserves the right to maintain the confidentiality of its users.

P. Material which the Library judges to have been lost or damaged while checked out will be assessed against the person who checked it out. Replacement costs vary, but they will always include the replacement cost plus the processing charge and a $3.00 fine.

7. Reserves

A. Material judged by faculty to be essential or important to the needs of courses they are teaching may be placed on reserve in the Library.

B. The Library may place on reserve material requested by any college officer or committee, or by recognized student organizations. Such requests should be made by the appropriate officer, committee leader or the organization leader.

C. Microcomputer software and manuals are kept on reserve. These materials are intended only for use on microcomputers administered by the College.

D. Material on reserve must be checked out for use within the Library. Reserve materials should be returned to the circulation desk after each use.

E. Faculty should not tell students that material is on reserve until they receive, within approximately one week, a copy of the reserve sheet listing call numbers, authors, and titles of the items they have put on reserve. This information should be shared with students.

F. Because of copyright requirements, the Library is not able to put more than one copy of a periodical article on reserve unless permission is secured from the copyright holder, a procedure which can take six weeks and is not always successful.

8. Films and Videotapes

A. The Delhi College Library reserves the right to limit circulation of films and videotapes to specific audiences or agencies:

1. Feature films circulate only to classes in film study. They are not to be used by groups or individuals for recreational purposes.

2. Films and videotapes are available to all member libraries within the South Central Research Library Council and are listed in the most recent edition of the SCRLC Media Directory.

9. Data Base Searches

A. Data Base searches will be performed free-of-charge for faculty, students, and staff of Delhi College. Such searches will generally extend traditional references services provided by the Delhi College Library.

B. The head librarian may, at his discretion, offer area businesses and not-for-profit agencies data base search services on a cost-recovery basis.

C. As a rule, however, the Four County Library System, as the area public library system, will remain the principal source of data base searches for the public at large.

10. Interlibrary Services

A. Delhi College students, faculty, and staff are eligible for interlibrary service. Interlibrary service to Delaware Academy or other local area high school students is available through school library systems; service to members of the general public in Delaware, Otsego, and Schoharie Counties is provided by local public libraries through the Four County Library System.

B. There is no charge for services provided by the SUNY/OCLC interlibrary loan network or other cooperating networks or libraries.

C. Loans obtained through interlibrary services must be returned to the Delhi College Library circulation desk by the due-date.

D. Interlibrary service is intended as a supplemental service. Students should not rely on interlibrary service as the major source of material needed for their study or research. Faculty may not use this service to obtain material needed for reserve. The Library reserves the right to limit any individual's use of interlibrary service or to reject any request for service.

11. Leaves

A. Faculty and staff who are going on leaves of absence or sabbaticals must return all library materials before leaving the campus. Faculty who need to take library materials off-campus while on leave should discuss their need with the Head Librarian.

12. Penalties

A. Misuse or abuse of library privileges is considered a serious offense. The following are examples of misuse or abuse of library privileges:

- Failure to respond to a recall notice within 24 hours of receipt of the notice.
- Removal of library material from the library without properly checking it out.
- Checking out library material in a false name or in someone else's name without their authorization.
- Damaging, defacing or using library material, equipment, or furnishings for other than their intended use.
- Bringing prohibited items into the library.
- Causing serious or repeated disturbances in the library.

- Refusal to comply with the legitimate request of a library staff member regarding rules and regulations outlined in this document.

These examples are given as illustration only, and should not be taken as a complete list of abuses.

B. Penalties for misuse or abuse of library privileges may consist of one or more of the following:

1. Monetary fine for the replacement of library material, equipment or furnishings.

2. Revocation or restriction of library privileges.

3. Referral to the campus judicial system for appropriate action as specified in the College's academic rules and in the student handbook.

4. Referral to Campus Security.

May 1986

APPENDIX A

DELHI COLLEGE
Library Acquisitions Policy

Introduction

The planned development of the collection of the library requires the application of a stated acquisitions policy. No policy statement can be definitive for all time, since a library is not a static institution. Ideas about its nature and content are constantly evolving. Therefore, a policy to guide the development of a library's collection must be responsive to change.

The following represents a statement of acquisitions policy which can be applied in the selection of the various types of materials which Delhi College adds to and withdraws from its collection.

Objectives

1. The library's objectives are parallel to the objectives of the college. They are concerned with the intellectual, emotional, and social growth and development of the students. Consideration is given to faculty and staff needs, too.

2. The major purpose of the library is to participate in the educational program of Delhi College by collecting, making readily available, and assisting in the use of books and other materials needed by students, faculty, and staff.

3. Although no library collection may be expected to meet all the demands which are placed on it, students should not have to go to other libraries for materials used in their studies, except in the case of research for which rare, highly specialized, or very expensive items are required. Similarly, faculty members should not have to go off-campus for materials which are directly related to their teaching, as well as items for study and research, with the same exception noted in the preceding sentence. The library should also provide those materials needed by the administration and staff in the conduct of college business.

4. Any material of sufficient importance to be included in a course ought to be represented in the collection, so that no student will be prevented by the inadequacies of the library from following up an initial lead given him in class. Likewise, no innovation in the curriculum which is thought to be educationally sound, such as independent study, ought to be handicapped or obstructed by deficiencies in the library's collection.

5. It is of primary importance that the library should provide materials to support the curriculum in a systematic and comprehensive manner. The strength of the collection should lie in areas of evident faculty or student interest.

6. In addition to supplementing the curriculum, the collection should include selected materials in all major subject fields, whether taught at the college or not. Moreover, books and other items in areas of cultural and recreational interest should be supplied for the use of students, faculty, and staff because of the residential nature of the college and the limited library facilities provided to residents within this region.

7. Another objective of the library is to serve as the archive for all official records of Delhi College. Materials relating to the history, development, and character of the college should be preserved.

8. Finally, in order to keep the collection alive and useful, an active and continuing program of selection for withdrawal, or weeding, should be maintained. It is important to prevent the shelves from becoming cluttered with materials of questionable historical value, even though they once had a temporary significance.

Responsibility for acquisitions

1. The most important aspect of acquisitions work takes place before materials are actually ordered. This work involves the planned selection of items best qualified to strengthen the college's resources for instruction and research. The importance of wise selection has grown in proportion to the increase in the volume of available materials, the cost of these materials, and the costs of acquiring, cataloguing, housing, and servicing.

2. Responsibility for the selection of library materials for the college lies with the entire college community. Faculty members are responsible for recommending the acquisition of materials in their subject fields. Any member of the faculty or staff may request that an item be added to the college collection by completing a request form and submitting it through the divisional representative to the library. Students may also submit recommendations for purchases.

3. The library staff should encourage the interest and activity of individual faculty members in selecting material for the library to insure the building of a comprehensive collection. Responsibility for coordinating the collection as a whole, for aiding the faculty with bibliographical assistance, and for making judgments as to the format, degree of completeness, and number of copies of materials to be acquired rests with the librarians. Final decisions regarding acquisitions are made by the head librarian, after consultation with appropriate members of the faculty and staff.

Guiding principles

In striving to meet its objectives within the limits of its resources, the library should follow these general directives:

1. To meet the needs of students with differing levels of ability, the library shall acquire materials for students ranging in difficulty from those for a high school student to those for a college senior. Students should be supplied with appropriate materials to supplement their textbooks.

2. In the acquisitions of new titles, the major emphasis should be on current publications, and among those, works which promise to fulfill future as well as current needs should receive preference. Both in-print and out-of-print materials should be purchased as required.

3. Before materials that are rare, highly specialized, or very expensive are bought for students or faculty engaged in research, the holdings of neighboring academic and public libraries should be consulted to avoid unnecessary duplication. If the items desired are available within the South Central Research Library Council region or from a research library elsewhere in the United States, there is no justification for the library buying them, unless they are required reading for a course or used regularly by a faculty member in preparing his classes. Materials from other libraries can be obtained through interlibrary services.

4. Multiple copies of titles may be purchased, as required, at the discretion of the library.

5. To meet the needs of faculty and staff who must refer regularly to specialized materials in their disciplines, library material may be located in departmental offices and laboratories. Such items shall be faculty loans that are subject to recall after each semester. Normally, there shall be no duplication of items deemed expensive by the library.

6. Materials in foreign languages which can be used for teaching and exercises in language courses offered at the college are desirable purchases for the library. However, materials for non-language courses which are published in languages other than English, with the exception of dictionaries, encyclopedias, and other reference tools, shall be bought only in those instances when there is evidence of their immediate usefulness to students and faculty.

7. No materials should be excluded from the collection because of the race or nationality of the authors, or the political, moral, or religious views expressed therein. All sides of a controversial issue should be represented in the collection.

8. When there is a choice, hardbound books should be selected over paperbacks because of their greater durability in the library.

9. It is the responsibility of students to buy their own copies of assigned textbooks. However, the library should provide copies of textbooks in its reserved section for limited use by students and others.

10. Materials dealing with all geographic areas should be acquired. However, requests for items relating to the United States should be given priority over requests for materials about other individual countries. Similarly, items dealing with New York should be obtained ahead of materials relating to other individual states.

Likewise, publications about Delaware County should be given priority over items dealing with other individual counties.

11. For backfiles of serial publications, microforms should be selected over paper copies when both are available, except in the cases of indexes and art periodicals, when paper is preferred.

12. The archives of Delhi College consist of the publications and public records of the college, including catalogs, reports, periodicals, yearbooks, brochures, and other materials about the college.

13. Gifts of either library materials or money to purchase them will be accepted provided they fit into the above policies and provided there are no restrictions attached. The library must be free to dispose of any materials which are not needed; however, when considered desirable, the library may, at its discretion, maintain a gift collection as a separate entity.

Periodic review

Since Delhi College is a dynamic institution, the library's acquisitions policy statement must be responsive to change. Therefore, it is necessary that this statement be reviewed biennially by the head librarian working with faculty bibliographers, and revised accordingly.

APPENDIX B

DELHI COLLEGE WEEDING POLICY

In order to keep the collection alive and useful, an active and continuing program of weeding should be maintained. It is important to prevent the shelves from becoming cluttered with materials of questionable historical value, even though they once had a temporary significance. Weeding, or the removal of obsolete, damaged, and unneeded duplicate materials for purposes of discarding, should be considered an integral part of the total organized effort to study and develop the collection. The weeding process is as important as the acquistion process.

Responsibility for selecting items for possible weeding withdrawal from the collection lies with entire College community. Faculty in academic divisions are largely responsible for recommending the removal of materials in their subject fields. The Library faculty will coordinate the weeding process in consultation with appropriate members of the classroom faculty. Specialists in various subject fields will provide a cross-check on the weeding decisions of librarians.

Policy

Guidelines

1. No title listed in an index found in the reference collection will be discarded.

2. An outdated or obsolete item, if it has intrinsic value, will be transferred to closed stacks rather than be withdrawn from the library.

3. A badly damaged work which cannot be repaired will be weeded. If it is still valuable, it will be replaced, provided it is still available.

4. A work containing outdated or inaccurate information, if it is not valuable for historic purposes, will be discarded.

5. The last copy of an item authored by a State University Agricultural and Technical College at Delhi faculty member will not be weeded. Instead, such an item, if no longer of value in the regular collection will be transferred to archives.

6. Excess duplicate copies of seldom used titles will be discarded.

7. In the case of classics, older editions and translations will not be weeded except for unused multiple copies. The library will contact the appropriate academic divisions to determine if any unused multiple copies of these works should be relocated in divisional offices rather than moved from the College.

8. In deciding to weed a title, consideration will be given to the amount of material in the subject area at the library. No item will be withdrawn if discarding the item results in the subject area being depleted. When possible, additional titles on the same subject will be acquired.

9. Weeding shall not have the effect of biasing the collection in favor of one viewpoint.

10. Newspapers and periodicals replaced by microfilm will be weeded.

11. No title will be discarded without checking to determine if other copies are available in this region. Cooperation with other libraries to insure the availability in the area of needed material is essential.

APPENDIX C

LIBRARY STUDENT ASSISTANTS
STATEMENT OF RESPONSIBILITIES

Your position as a student assistant in the Delhi College Library is a very important one, and is to be treated just like a job anywhere else. As such, it carries certain responsibilities.

You are responsible for working all of your assigned hours -- this includes the periods immediately preceding and following vacations and during exam periods until the closing of the dorms. Failure to show up for work when scheduled without getting a substitute, or notifying the supervisor in case of illness or an emergency will be considered an unexcused absence.

Two unexcused absences may result in dismissal.

A list of student assistants and their phone numbers will be made available to each of you to be used in obtaining substitutes. You will therefore be held responsible for obtaining your own substitute. Once a substitute has been found, the supervisor must be notified.

In case of illness or an emergency, you must notify the supervisor, but you should also make an attempt to find your own substitute.

If you cannot find a substitute, and the reason for your absence from work is not illness or an emergency, you are expected to work. Otherwise, it will be considered an unexcused absence.

You are also responsible for making yourself aware of all library policies and procedures and carrying them out.

I have read the preceding paragraphs and realize that strict compliance is part of my job. My signature indicates my acceptance of these responsibilities.

Signature _____

Date _____

3591B

CIRCULATION/RESERVE DESK

PROCEDURES MANUAL

State University of New York
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

Revised 1986

3591B

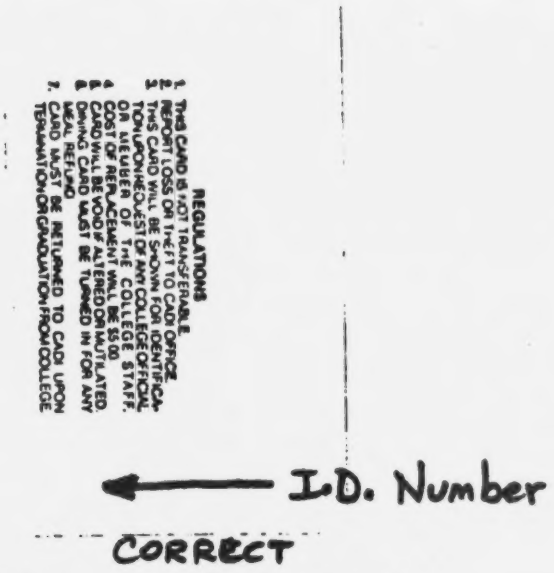
FOUR-WEEK CIRCULATING MATERIALS

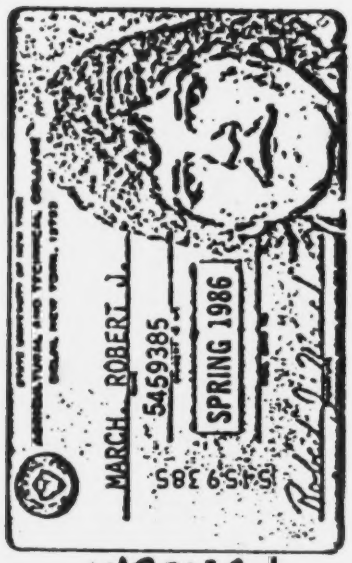
GENERAL AND BEST SELLER COLLECTIONS

I. CHECKING OUT MATERIALS

A. To Delhi College Students

1. Remove blue and white book cards from pocket.
2. Put student I.D. card in charging machine with picture facing away from you and embossed number down.
3. Make sure date is set on 28-day mark.
4. Insert each book card, top end first, into the slot on the charging machine.
5. If the machine does not stamp the book card, turn it around and insert the bottom half.
6. DO NOT USE THE BACK OF ANY CARD!
7. If both halves of the card are full, follow the procedures outlined in Section D, Special Notes.
8. Stamp both book cards and a date due card.
9. Each date due card has 4 sections--make sure one section is completely full before using another one.
10. Be absolutely sure that the I.D. number and date due are completely legible and that the date is correct.
11. Put date due card in book pocket and return I.D. card to student.
12. Put yellow overdue flyer in each book pocket behind the date due card.
13. Desensitize material by sliding spine of book in front of opening on machine underneath the desk.
14. DO NOT DESENSITIZE ANY AUDIOVISUAL MATERIALS EXCEPT PHONOGRAPH RECORDS!!!!!
15. File book cards (white card in front of blue card) in the Today's Circulation File (next to charging machine) according to the call number.


REGULATIONS
1. THIS CARD IS NOT TRANSFERABLE
2. REPORT LOSS OR THEFT TO CADI OFFICE
3. THIS CARD WILL BE SHOWN FOR IDENTIFICATION UPON REQUEST OF ANY COLLEGE OFFICIAL OR MEMBER OF THE COLLEGE STAFF.
4. COST OF REPLACEMENT WILL BE $5.00
5. CARD WILL BE VOID IF ALTERED OR MUTILATED.
6. DINING CARD MUST BE TURNED IN FOR ANY MEAL REFUND
7. CARD MUST BE RETURNED TO CADI UPON TERMINATION OR GRADUATION FROM COLLEGE
I.D. Number
CORRECT



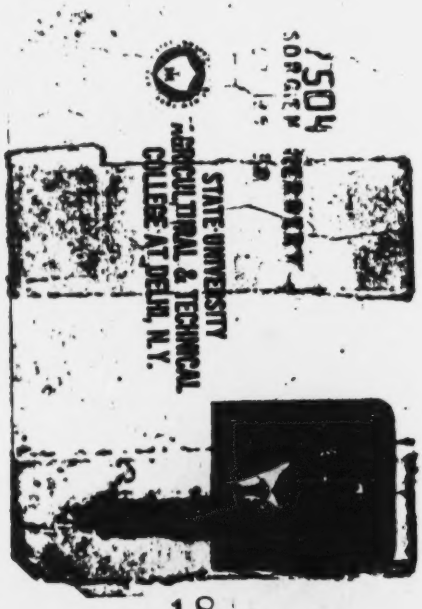
I. CHECKING OUT MATERIALS (cont.)

B. To Delhi College Faculty and Staff

1. Follow same procedure as above except for the following:
   a. put Faculty/Staff I.D. card in charging machine with printing toward you and number in the bottom left hand corner.

   b. do not put yellow overdue flyer in the book pocket.

   c. put red plastic overlay over both book cards before filing in the Today's Circulation File.



I. CHECKING OUT MATERIALS (cont.)

C. To Off-Campus Borrowers

1. People who are not members of the Delhi College student body, faculty or staff may request permission to borrow materials from our library.

2. If a person does not have an off-campus card and wishes to borrow materials, refer him/her to a full-time staff member.

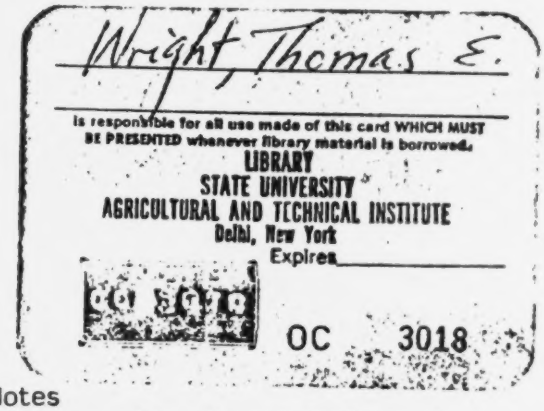
3. If they have been given permission to borrow materials, there will be an orange Off-Campus card filed alphabetically by last name in the Off-Campus Card Drawer in the Circulation/Reserve desk.

4. Off-campus borrowers may check out only three (3) items at any one time.

5. Place the card in the charging machine with the print facing toward you and the number in the bottom left hand corner.

6. Follow same procedures as for students, remembering to put yellow overdue flyer in each book pocket.

7. RE-FILE THE ORANGE I.D. CARD IN THE DRAWER. DO NOT GIVE IT TO THE BORROWER.


Wright, Thomas E.
is responsible for all use made of this card WHICH MUST BE PRESENTED whenever library material is borrowed.
LIBRARY
STATE UNIVERSITY
AGRICULTURAL AND TECHNICAL INSTITUTE
Delhi, New York
Expires
OC 3018

D. Special Notes

1. Use only one side of each book card.

2. When a book card is full, make out a new one, copying <u>all</u> information from the old card accurately and completely.

3. Tear-up old card and throw it away.

4. Do not make borrower wait while you fill-out new card. Stamp blank cards with I.D. card and date and fill-in the information after student has left.

ACCURACY, NOT SPEED, IS OF PRIMARY IMPORTANCE

II. CHECKING IN MATERIALS

A. Remove white book card from the Circulation File first.

1. Cards for books from the Circulating Book Collection and the Best Seller Collection are in call number order.

B. Remove blue book card from the date-due file.

1. Date-due cards for books from the General and Best Seller Collections are filed first by date due and then in call number order.

C. Remove date due from book pocket and put both book cards in the pocket.

D. Make sure that the call number and the accession number on both book cards match exactly the numbers on the book pocket.

E. The white card should be on top of the blue card with the blue card sticking up slightly so that the accession numbers on both cards and the pocket are visible, when accession numbers exist.

F. Run material over the sensitizing machine on top of the desk.

G. DO NOT SENSITIZE ANY AUDIOVISUAL MATERIALS EXCEPT PHONOGRAPH RECORDS!!!!

H. Put sensitized material on shelving cards.

I. SPECIAL NOTES

1. If the white card has an orange plastic overlay and an orange RESERVED CARD with it, follow procedures for PERSONAL RESERVES on page 8.

2. If blue card has an overdue notice attached, look for instructions written on the notice. If there are none, just throw the overdue notice away and check-in as usual.

3. If you cannot find one or both of the book cards, put the book on the bottom shelf of the cart next to the display case.

4 COUNTY LIBRARY SYSTEM MATERIALS

I. CHECKING-OUT MATERIALS

A. These books have only one card-usually Green-in the book pocket in front of the book.

B. This card is inserted into the charging machine bottom first.

C. When one side of the card is used up, turn it over and insert bottom end first again.

D. Stamp a date-due card along with the green book card.

E. Put the date-due card and a yellow over-due flyer in the book pocket of each book.

F. Desensitize as usual.

G. File the green book card in the Today's Circulation File behind the 4 CLS divider alphabetically by the author's last name.

II. CHECKING-IN MATERIALS

A. Do not look in the Circulation File for white cards for 4 CLS materials because there aren't any.

B. The only card will be the green card in the date-due file.

C. Cards for 4 CLS materials are filed alphabetically by author at the end of all cards for each date.

D. Pull the Date-Due Card from the book and insert the correct green card.

E. Sensitize the book and put it on the shelving cart.

"RESERVED CARD"

I. If an item is checked out, a person may request that it be held when it is returned.

II. The person should fill out an orange RESERVED card (located in FORMS drawer at the Circulation/Reserve Desk). See card at bottom of page.

III. If the book is overdue, fill out a Library Notice Card to be sent to the person to whom it is checked out. Follow the procedure below for filling out the card for any borrower:

A. Print I.D. number in upper left hand corner on the "back" of the card.

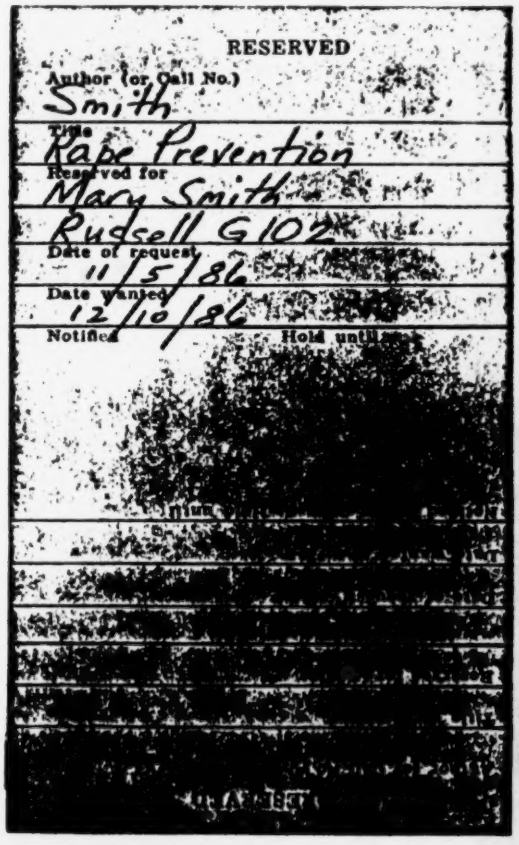
B. Print the call number and title of the book.

C. Check the box "Needed in the Library - please return."

D. Put the Library Notice Card in the "out-going" mail basket.

IV. Put RESERVED card with white book card and cover with an orange plastic overlay.

V. Refile cards in Circulation File.


RESERVED
Author (or Call No.)
Smith
Title
Rape Prevention
Reserved for
Mary Smith
Rudsell G102
Date of request
11/5/86
Date wanted
12/10/86
Notified
Hold until

8640580

State University
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

LIBRARY NOTICE

Date 11/5/86

Please come to the Library to see about the following:

Smith, Rape Prevention

☐ Now ready for your use – will be held until _____

☒ Needed in the library – please return.

LB11

BRING THIS CARD WITH YOU

PERSONAL RESERVES (cont.)

VI. When checking in materials that have an orange RESERVED card attached to the book card, follow the procedures outlined below.

A. Check in the book as usual.

B. Fill out a green Library Notice Card (located in the FORMS drawer).

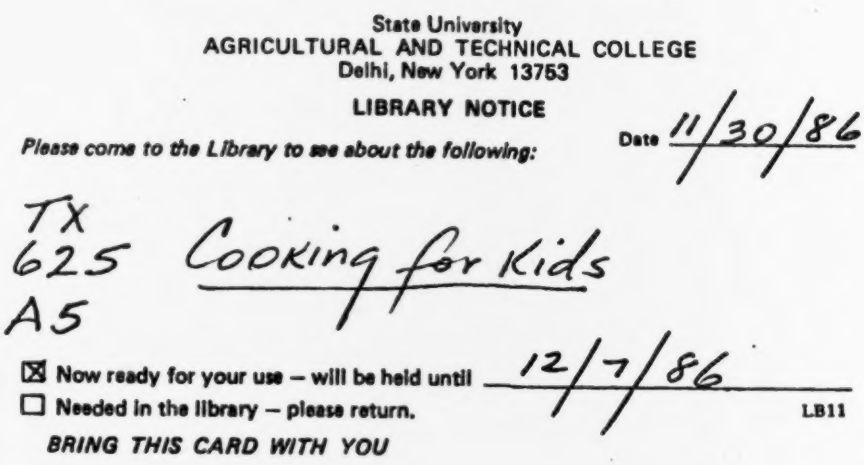
C. Fill in date under "Notified" on orange card and the date for a week from the current date under "Hold until."

D. Put orange card with the item and shelve on the top shelf of the book cart behind the desk in front of the "closed stack".

E. Put Library Notice Card in mail basket in work room.

F. When person comes in to pick up material, check it out in the usual way.

G. Remove orange card before you check out the item, cross off the person's name, and if the card is still usable, refile it in the FORMS drawer.



State University
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

LIBRARY NOTICE

Please come to the Library to see about the following: Date 11/30/86

TX
625 Cooking for Kids
A5

☒ Now ready for your use – will be held until 12/7/86
☐ Needed in the library – please return.

LB11

BRING THIS CARD WITH YOU

RESERVE MATERIALS

All materials in the RESERVE COLLECTION (located behind the Circulation/ Reserve Desk) must be used in the library. They DO NOT leave the library under any circumstances.

I. Books and Articles

A. Look in the black notebooks on the desk under the faculty member's name to find what materials have been put on reserve for a particular course and if it is shelved with the books or the articles.

B. If the item has a Library of Congress call number assigned to it, it will be on the shelf, arranged by call number.

C. If it has only a number, such as 1, 2, 3, etc., it will be located in the Article File-the four drawer file cabinet next to the desk.

D. Articles in the Article File cabinet are filed alphabetically according to the faculty member's last name and then numerically according to the number assigned to each article.

E. Remove pink card from the pocket. (Leave green card in the pocket.)

F. Stamp pink card with current date and student's I.D. card.

G. Give material to the student with her/his I.D. card and remind her/him that the material is to be used in the library only and to return it to the desk as soon as she/he is finished.

H. If the pink card is from an article, put it in the reserve next to the charging machine according to the faculty member's last name. If the pink card is from an item with a Library of Congress call number, file pink card in the Reserve box according to the call number.

II. Audiovisual Equipment

There are many types of audiovisual equipment kept at the Circulation/ Reserve Desk.

A. Headphones - kept in large drawers in the main desk.

B. Other items as listed below are kept in the AV Equipment cabinet.

1. Cassette tape recorders
2. Filmstrip viewers
3. Filmloop players
4. Stereo turntables
5. Microfiche readers
6. Calculator
7. Jacks for two or more headphones
8. Visual Tek glass and key
9. Variable speed tape player and recorder
10. Talking calculator

II. Audiovisual Equipment (cont.)

D. Cards for all pieces of audiovisual equipment are kept in the AV Equipment Notebook on top of the file cabinet.

E. Remove the correct pink card and stamp with the current date and the student's I.D. card.

F. Replace the pink card and the student's I.D. card in the lefthand side of the correct pocket in the notebook.

G. DO NOT RETURN THE I.D. CARD UNTIL ALL EQUIPMENT IS RETURNED.

H. If more than one piece of equipment is checked out by the same person, put all cards in the pocket for the headphones.

III. Checking-in Reserve Materials

A. Remove the pink card from the Reserve Card File or the Article Card File, whichever is appropriate. Be absolutely sure the card matches the reserve item exactly.

B. Replace card in the pocket and re-shelve or re-file the material in exactly the correct place.

C. If you find that the pink card is full, prepare a new one, copying all information accurately.

D. Put the old card in slot in the Circulation/Reserve Desk.

PAMPHLET FILE MATERIALS

1. The Pamphlet File consists of two sections, General Vertical File marked PF, or Travel File materials marked Travel.

2. All of these materials may be checked-out for four weeks.

3. Prepare a two-part Pamphlet File Charging Slip for each subject, not individual piece. (Pamphlet File Charging Slips are kept in the box next to the Reserve Charging machine).

4. Print the subject heading in the space provided and the accession numbers (stamped on cover) of each item with the same subject heading. (Nine different publications can be listed on the one slip.)

5. Remember to make out a different slip for each subject.

6. Print the student's name, I.D. number and address in the spaces provided. Be sure you check student I.D. card very carefully to insure that you have spelled the name correctly and written the I.D. number accurately.

7. Put white part of the Pamphlet File Charging Slip with the material being checked-out and put it in a manila envelope (located underneath the Circulation Desk).

8. File the green part of the Pamphlet File Charging Slip in alphabetical order by subject behind the Pamphlet File divider in the Today's Circulation File.

9. When Pamphlet File materials are returned, remove the white slip from the material and throw it away.

10. Make sure all items on the same slip have been returned. If they are all returned, discard the green part of the Charging Slip and put the materials on the shelving cart.

11. If some of the items have not been returned, cross off the numbers for those that are returned and re-file the green card in the date-due file.

12. See sample Charging Slips on next page.

VERTICAL FILE

SUBJECT Travel / New York

ACCESSION NUMBERS

15 items

Name Mary Roberts

I. D. Number 3586780

ADDRESS RD2, Delhi, N.Y.

DATE DUE 5/18/86

LB16

VERTICAL FILE

SUBJECT Cancer

ACCESSION NUMBERS

00415

76342

1002

Name Jane Smith

I. D. Number 6423079

ADDRESS Gerry 128

DATE DUE 4/15/86

LB16

GOVERNMENT DOCUMENTS

1. All Government Documents which are shelved in the Document Collection are stamped DOCUMENT COLLECTION.

2. Government documents may be checked-out for four weeks unless stamped DO NOT CIRCULATE.

3. You may list up to ten documents on one Charging Slip.

4. The slips are kept in the box next to the Reserve Charging machine.

5. Write the SuDocs Number (written in the upper left corner of the front cover) for each publication. Be sure you write it very carefully since all the punctuation marks mean something.

6. Print the person's name, I.D. number, and address in spaces provided. Check the I.D. card carefully to be sure that you have spelled the name correctly and written the I.D. number accurately.

7. Put the white part of the Charging Slip with the documents and put them both in a manila envelope.

8. File the green part of the government document's Charging Slip behind the Government Documents Divider in the Today's Circulation File.

9. When documents are returned, pull the green hard copy part of the slip from the Date-Due File.

10. Make sure all documents listed on one slip have been returned. If all are returned, discard the Charging Slip and put the documents on the shelving cart.

11. If all of the documents listed on one slip have not been returned, cross-off the numbers of the ones which are returned and file the green card in the Date-Due File.

12. See sample Charging Slips on next page.

RENEWALS

1. Materials may be renewed indefinitely as long as no one has requested them.

2. The materials must be brought into the library in order to be renewed. We do not accept telephone renewals or renewals by call number only.

3. Pull both the white book card from the circulation file and the blue book card from the date-due file.

4. Stamp both book cards and the date-due card with the student's I.D.

5. Replace the date-due card in the book or other item and return to the student.

6. Put the book cards in the Today's Circulation File just as if it was being checked out for the first time.

7. If a personal reserve has been placed on the item, DO NOT RENEW IT.

GOVERNMENT DOCUMENTS

SuDocs. Numbers

C55.208:B47/5
C55.208:B47/6
C55.208:B47/3
C13.10:330/4

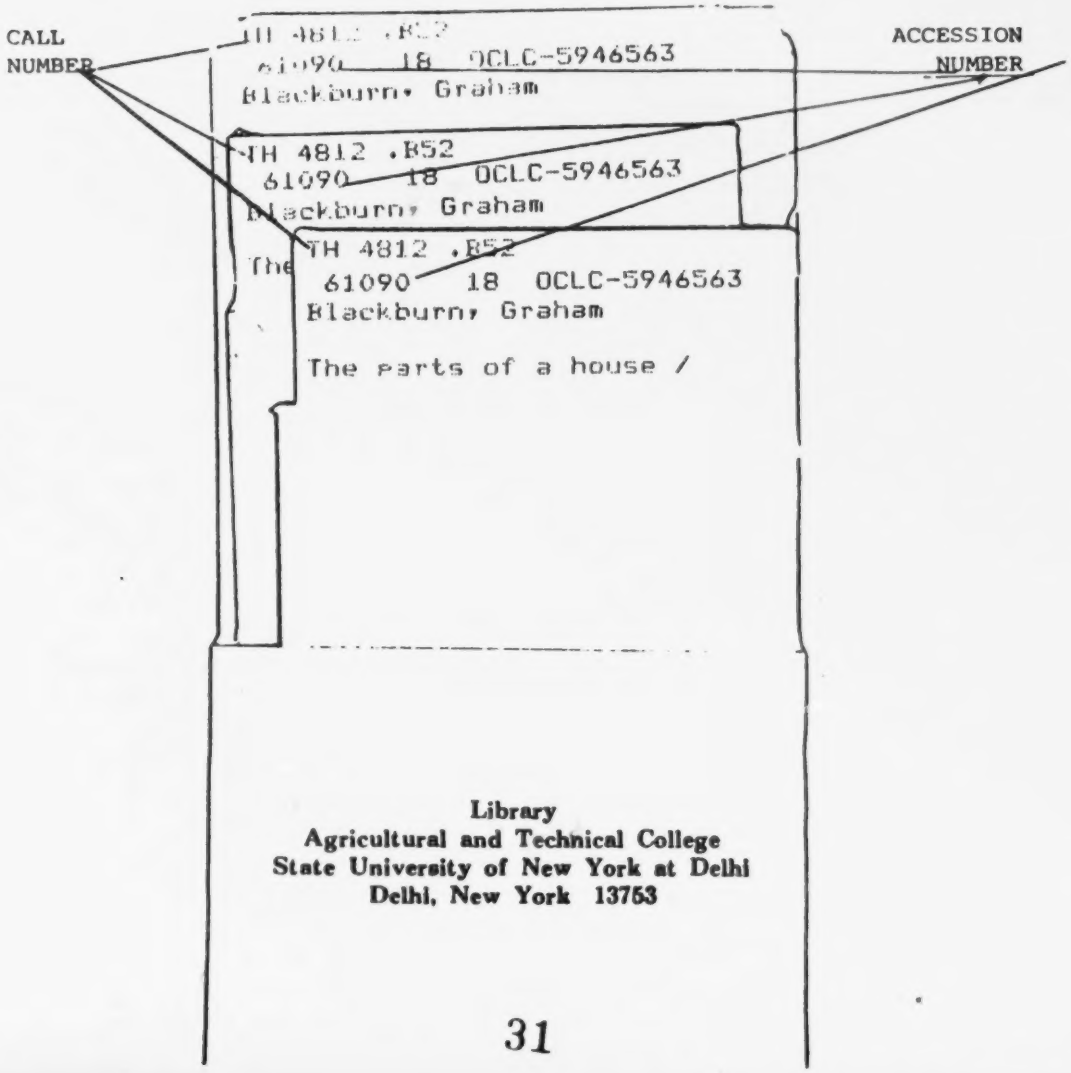
NAME Alan Brown
I. D. Number 2876780
Address 32 Main St.
Delhi, NY
Date Due 4/15/86

LB15

SHELVING

Shelving is the process of returning materials to their proper places on the library shelves. If you are not familiar with the layout of the library, be sure to look at the library floor plan. Shelving is basically simple, but like all library procedures, accuracy is more important than speed. A mis-shelved item is a lost item. Before shelving any circulating material, make sure that the proper set of book cards (white card and blue card) is in the pocket. The call number and accession number on both pockets should match exactly the call number and the accession number on the pocket.

The two most important aspects of shelving are LOCATION and CORRECT ORDER.



SHELVING (cont.)

LOCATIONS

1. Atlases - atlas case next to Travel File
2. Best Seller Collection (red tape on spine of book) - revolving book case next to Pamphlet File.
3. Circulating Collection - main stacks to the left of the library entrance.
4. Closed Stack Materials - shelf behind the Circulation/Reserve desk.
5. College Catalogs - orange Special Collections shelf behind the Subject Card Catalog.
6. 4 County Collection (4 CLS) - orange Special Collections shelf behind the Subject Catalog.
7. Government Publications - first set of shelves on the far left of the library entrance.
8. Indexes and Abstracts (INDEX above call number) - behind card catalog.
9. Maps - map case behind center Card Catalog (filed by call number).
10. Newspapers - most current issues are on poles on the racks to the far right of the library entrance. Older issues are on bottom shelf of the last periodical backfile shelf.
11. Periodicals (magazines) - current year on the Current Periodical Shelves along the walls to the far right of the library. The most recent issue goes on the slanted shelf, other issues underneath.
12. Periodical/Backfiles (issues older than one year) - in the Periodical Backfiles area alphabetically by title. (Microform issues in microform room).
13. Reference (REF typed above call number) - reference stacks to the right of library entrance.
14. Reserve - behind Circulation/Reserve desk.
15. Telephone Books - orange Special Collection shelf behind the Subject Card Catalog.
16. Pamphlet File (PF in upper lefthand corner) - filing cabinets behind the Subject Card Catalog.
17. Travel File - filing cabinets adjacent to lounge area to the far right of library entrance.

CORRECT ORDER

A. Materials in the Circulating Collection, Reference Collection, Reserve Collection, and Closed Stack Collection are shelved according to the Library of Congress Classification system.

1. Arrange materials in call number order on the book trucks before you begin shelving.

2. Separate all REF materials and INDEX materials from other materials. REF materials should be shelved first.

3. Place the books first in alphabetical order by the letter or letters in the first line of the call number.

   EXAMPLE: H HA HB J JK M P PS PN Z

4. Then arrange numerically by the first number (just like you would count).
   EXAMPLE:

H	HA	HB	HB	J	JK	PN	PN	SF	SF
9	7	10	209	1	15	103	1995	36	136

5. All numbers after the first one are treated as decimals.
   EXAMPLE:

TX	TX	TX	TX	TX
715	715	715	715	715
H5	H5741	H6	H73	H8

   Shelved as if .H5 .H5741 .H6 .H73 .H8

6. This goes for each line after the first line of numbers.
   EXAMPLE:

TX	TX	TX	TX	TX	TX
715	715	715	801	802	802
H5	H5741	H5741	T3	B525	B525
	A432	A5		S121	S2

B. Four County Books are shelved in 3 separate sections on the Special Collections Shelf.

1. Fiction books (no label on spine) are shelved alphabetically by author's last name.

2. Non-Fiction books (Dewey Decimal Classification call number on spine) are shelved according to call number.

3. Juvenile books (J or j on spine) are shelved by call number if non-fiction and author's last name if fiction.

C. Indexes and Abstracts (INDEX above call number) are shelved alphabetically by title in INDEX and ABSTRACT section.

5618A

State University of New York
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

READER SERVICES STAFF MANUAL

Revised 1986

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CIRCULATION DESK INITIAL PROCEDURES

TABULATING CIRCULATION

1. Tabulate preceding day's circulation, by classification, in Circulation Statistics Record book.

2. File white book cards in classification file.

3. File blue cards in date due file, by classification numbers. (Faculty and staff circulation--white and blue cards are filed together in red jacket.)

CHANGING DATE STAMP

To change dates in the Gaylord Charging Machines

1. Remove charging plate (depress) button on left of machine and pull plate up and out of machine.

2. Insert date blanks (located in bottom right drawer of circulation desk) in the following positions:

   a. Today's date in the reserve charging machine located on the right side of the circulation desk.

   b. The date four weeks from today in the machine used for charging out circulating books located on the left side of the circulation desk.

CHECKING OUT MATERIALS

I. CIRCULATING MATERIALS--GENERAL AND MCNAUGHTON COLLECTIONS

A. To Delhi College Students

1. Remove blue and white book cards from pocket.
2. Put student I.D. card in charging machine with picture facing away from you and embossed number down.
3. Make sure date is set on 28-day mark.
4. Insert each book card, top end first, into the slot on the charging machine.
5. If the machine does not stamp the book card, turn it around and insert the bottom half.
6. DO NOT USE THE BACK OF ANY CARD!
7. If both halves of the card are full, follow the procedures outlined in Section D, Special Notes.
8. Stamp both book cards and a date due card.
9. Each date due card has 4 sections--make sure one section is completely full before using another one.
10. Be absolutely sure that the I.D. number and the date due are completely legible and that the date is correct.
11. Put date due card in book pocket and return I.D. card to student.
12. Put yellow overdue flyer in each book pocket behind the date due card.
13. Desensitize material by sliding spine of book in front of opening on machine underneath the desk.
14. DO NOT DESENSITIZE ANY AUDIOVISUAL MATERIALS EXCEPT PHONOGRAPH RECORDS!!!!!
15. File book cards (white card in front of blue card) in the Today's Circulation File (next to charging machine) according to the call number.

B. To Delhi College Faculty and Staff

1. Follow same procedure as above except for the following:

   a. Put Faculty/Staff I.D. card in charging machine with printing toward you and number in the bottom lefthand corner.

   b. Do not put yellow overdue flyer in the book pocket.

   c. Put red plastic overlay over both book cards before filing in the Today's Circulation File.

C. To Off-Campus Borrowers

1. People who are not members of the Delhi College student body, faculty or staff may request permission to borrow materials from our library.

2. If a person does not have an off-campus card and wishes to borrow materials, refer her/him to a full-time staff member.

3. If they have been given permission to borrow materials, there will be an orange Off-Campus card filed alphabetically by last name in the Off-Campus Card Drawer in the Circulation/Reserve desk.

4. Off-campus borrowers may check out only three (3) items at any one time.

5. Place the card in the charging machine with the print facing toward you and the number in the bottom lefthand corner.

6. Follow same procedures as for students, remembering to put yellow overdue flyer in each book pocket.

7. RE-FILE THE ORANGE I.D. CARD IN THE DRAWER, DO NOT GIVE IT TO A BORROWER.

D. Special Notes

1. Use only one side of each book card.

2. When a book card is full, make out a new one, copying all information from the old card accurately and completely.

3. Tear up old card and throw it away.

4. Do not make borrower wait while you fill-out new card. Stamp blank cards with I.D. card and date and fill-in the information after student has left.

ACCURACY, NOT SPEED, IS OF PRIMARY IMPORTANCE.

II. FOUR COUNTY LIBRARY SYSTEM MATERIALS

A. Checking-Out

1. These books have only one card--usually Green--in the book pocket in front of the book.
2. This card is inserted into the charging machine bottom first.
3. When one side of the card is used up, turn it over and insert bottom end first again.
4. Stamp a date-due card along with the green book card.
5. Put the date-due card and a yellow over-due flyer in the book pocket of each book.
6. Desensitize as usual.
7. File the green book card in the Today's Circulation File behind the 4 CLS divider alphabetically by the author's last name.

B. Checking-In

1. Do not look in the Circulation File for white cards for 4 CLS materials because there aren't any.
2. The only card will be the green card in the date-due file.
3. Cards for 4 CLS materials are filed alphabetically by author at the end of all cards for each date.
4. Pull the Date-Due Card from the book and insert the correct green card.
5. Sensitize the book and put it on the shelving cart.

III. GOVERNMENT DOCUMENTS

1. All Government Documents which are shelved in the Document Collection are stamped DOCUMENT COLLECTION.

2. Government documents may be checked-out for four weeks unless stamped DO NOT CIRCULATE.

3. You may list up to ten documents on one Charging Slip.

4. The slips are kept in the box next to the Reserve Charging machine.

5. Write the SuDocs Number (written in the upper left corner of the front cover) for each publication. Be sure you write it very carefully since all the punctuation marks mean something.

6. Print the person's name, I.D. number, and address in spaces provided. Check the I.D. card carefully to be sure that you have spelled the name correctly and written the I.D. number accurately.

7. Put the white part of the Charging Slip with the documents and put them both in a manila envelope.

8. File the green part of the government document's Charging Slip behind the government Documents Divider in the Today's Circulation File.

9. When documents are returned, pull the green hard copy part of the slip from the Date-Due File.

10. Make sure all documents listed on one slip have returned. If all are returned, discard the Charging Slip and put the documents on the shelving cart.

11. If all of the documents listed on one slip have not been returned, cross off the numbers of the ones which are returned and file the green card in the Date-Due File.

12. See sample Charging Slips on page after next.

IV. PAMPHLET FILE MATERIALS (formerly Vertical File)

1. All of these materials may be checked-out for four weeks. The folder the pamphlets are stored in does not circulate. It is left in the file.

2. Prepare a two-part Pamphlet File Charging slip for each subject, not individual piece. (Pamphlet File Charging Slips are kept in the box next to the Reserve Charging machine.)

3. Print the subject heading in the space provided and the accession numbers (stamped on cover) of each item with the same subject heading. (Nine different publications can be listed on the one slip.)

4. Remember to make out a different slip for each subject.

5. Print the students' name, I.D. number and address in the spaces provided. Be sure you check student's I.D. card very carefully to insure that you have spelled the name correctly and written the I.D. number accurately.

6. Put white part of the Pamphlet File Charging Slip with the material being checked-out and put it in a manila envelope (located underneath the Circulation Desk).

7. File the green part of the Pamphlet File Charging Slip in alphabetical order by subject behind the Pamphlet File divider in the Today's Circulation File.

8. When Pamphlet File materials are returned, remove the white slip from the material and throw it away.

9. Make sure all items on the same slip have been returned. If they are all returned, discard the green part of the Charging Slip and put the materials on the shelving cart.

10. If some of the items have not been returned, cross off the numbers for those that are returned and re-file the green card in the date-due file.

11. See sample Charging Slips on next page.

V. Art Prints

1. Paintings are circulated for one semester to faculty and staff for office use only.

2. Follow the same procedures included in I.B.

GOVERNMENT DOCUMENTS

SuDocs. Numbers

NAME _____

I. D. Number _____

Address _____

Date Due _____

LB16

VERTICAL FILE

SUBJECT _____

ACCESSION NUMBERS

Name _____

I. D. Number _____

ADDRESS _____

DATE DUE _____

LB16

CHECKING IN MATERIALS

1. Remove white book card from the Circulation File first.

   Cards for books from the Circulating Book Collection and the Best Seller Collection are in call number order.

2. Remove blue book card from the date-due file.

   Date-due cards for books from the General and Best Seller Collections are filed first by date due and then in call number order.

3. Remove date due card from book pocket and put both book cards in the pocket.

4. Make sure that the call number and the accession number on both book cards match exactly the numbers on the book pocket.

5. The white card should be on top of the blue card with the blue card sticking up slightly so that the accession numbers on both cards and the pocket are visible, when accession numbers exist.

6. Run material over the sensitizing machine on top of the desk.

7. DO NOT SENSITIZE ANY AUDIOVISUAL MATERIALS EXCEPT PHONOGRAPH RECORDS!!!

8. Put sensitized material on shelving cart.

9. SPECIAL NOTES

   * If the white card has an orange plastic overlay and an orange RESERVED CARD with it, follow procedures for PERSONAL RESERVES.

   * If you cannot find one or both of the book cards, put the book on the bottom shelf of the cart next to the closed stack, labeled "Problem Books."

   * A book charged out and returned on the same day requires that "Today's Circulation File" be checked to locate white and blue book cards.

CIRCULATION OF PROFESSIONAL JOURNALS

To encourage maximum faculty, administrative, and staff use of professional journals, the Library circulates these highly specialized periodicals on the following basis:

1. Any faculty member, administrator or staff member may borrow any single professional journal overnight, Monday-Thursday. On Friday a periodical may be borrowed over the weekend, to be returned Monday morning before 10:00 a.m.

2. This borrowing privilege does not apply to non-professional journals (Time, Newsweek, etc.)

Enter in the (orange) periodical circulation file the date of the magazine, the faculty member's name and I.C. card number, and tomorrow's date (Monday's date if borrowed over the weekend). Place a black jacket over that orange card to indicate that a periodical has been borrowed and is due for return.

Draw the appropriate periodical "pink card" from the periodical charge file when a periodical has been returned to the circulation desk "book return". A line should be drawn through that transaction on the "orange card" to indicate return of the item.

Ordinarily, we do not permit students to circulate periodical issues or volumes out of the library. This can only be accomplished with the special permission of the librarian.

CIRCULATION: REFERENCE BOOKS

A faculty member may borrow a reference book up to three days.

To charge out reference material, make out an orange book card, to be kept at the back of the reserve circulation box, for each book. Write in the call number, accession number, author and title. Charge out on faculty member's ID card for a month, cover with red jacket, and file by call number in reserve circulation box.

CIRCULATION: OVERNIGHT

Presently restricted to the Library's collection of dictation tapes and phonorecords. Students are able to circulate these materials after 4:00 p.m. and are expected to return these materials no later than 9:00 a.m. the following morning. (Materials circulated after 4:00 p.m. on Saturday will be due the following Monday morning at 9:00.)

RENEWALS

1. Materials may be renewed indefinitely as long as no one has requested them.

2. The materials must be brought into the library in order to be renewed. We do not accept telephone renewals or renewals by call number only.

3. Pull both the white book card from the circulation file and the blue book card from the date-due file.

4. Stamp both book cards and the date-due card with the student's I.D.

5. Replace the date-due card in the book or other item and return to the student.

6. Put the book cards in the Today's Circulation File just as if it was being checked-out for the first time.

7. If a personal reserve has been placed on the item, DO NOT RENEW IT.

RESERVE MATERIAL

A. PREPARATION

These items are put on reserve at the request of an instructor for use in the library by his student for a limited length of time.

The procedure for putting an item on reserve must be followed closely in these steps; proceed exactly as though the item were being taken out for circulation.

1. Stamp book cards with "today's date". Write in res: instructor's name:

   "November 9 res: Baker"--on card

2. Fill out pink reserve card with complete book information:

   CALL NO. INSTRUCTOR'S NAME
   AUTHOR ACCESSION NO. (if any)
   TITLE

3. Pink reserve card goes into the book with green "Reserve Book Rules" card.

4. Book cards (with yellow jacket) are filed in "Today's Circulation".

5. Fill out the sheet, REQUEST FOR RESERVE BOOKS IN THE LIBRARY (see appendix). A photocopy is sent to the instructor.

6. Reserve books are arranged by L. C. call number on shelves behind the circulation desk.

   NOTE: The yellow jacket also identifies "ready reference" volumes.

7. After following steps 2, 3, and 5 above, articles and pamphlets on reserve are arranged alphabetically and then numerically by instructor's name in the small vertical file behind the circulation desk. When an item is charged out for use in the library, the pink card is filed in the reserve box.

B. CIRCULATION

All materials in the RESERVE COLLECTION (located behind the Circulation/Reserve Desk) must be used in the library. They DO NOT leave the library under any circumstances.

Books and Articles

1. Look in the black notebooks on the desk under the faculty member's name to find what material has been put on reserve for a particular course and if it is shelved with the books or the articles.

2. If the item has a Library of Congress call number assigned to it, it will be on the shelf, arranged by call number.

3. If it has only a number, such as 1, 2, 3, etc., it will be located in the Article File--the four-drawer file cabinet next to the desk.

4. Articles in the Article File cabinet are filed alphabetically according to the faculty member's last name and then numerically according to the number assigned to each article.

5. Remove pink card from the pocket. (Leave green card in the pocket.)

6. Stamp pink card with current date and student's I.D. card.

7. Give materials to the student with her/his I.D. card and remind her/him that the material is to be used in the library only and to return it to the desk as soon as she/he is finished.

8. If the pink card is from an article, put it in the reserve box according to the faculty member's last name. If the pink card if from an item with a Library of Congress call number, file the pink card in the Reserve box next to the charging machine according to the call number. REMEMBER: books in front; articles behind.

Audiovisual Equipment

There are many types of audiovisual equipment kept at the Circulation/Reserve Desk.

1. Headphones--kept in large drawers in the main desk.

2. Other items as listed below are kept in the AV Equipment cabinet.

   a. Cassette tape recorders

   b. Filmstrip viewers

   c. Filmloop players

d. Stereo turntables

e. Microfiche readers

f. Calculator

g. Jacks for two or more headphones

h. Visual Tek glass and key

i. Variable speed tape player and recorder

j. Talking calculator

4. Cards for all pieces of audiovisual equipment are kept in the AV Equipment Notebook on top of the file cabinet.

5. Remove the correct pink card and stamp with the current date and the student's I.D. card.

6. Replace the pink card and the student's I.D. card in the lefthand side of the correct pocket in the notebook.

7. DO NOT RETURN THE I.D. CARD UNTIL ALL EQUIPMENT IS RETURNED.

8. If more than one piece of equipment is checked out by the same person, put all cards in the pocket for the headphones.

Checking-In Reserve Materials

1. Remove the pink card from the Reserve Card file or the Article Card File, whichever is appropriate. Be absolutely sure the card matches the reserve item exactly.

2. Replace card in the pocket and reshelve or refile the material in exactly the correct place.

3. If you find that the pink card is full, prepare a new one, copying all information accurately.

4. Put the old card in slot in the Circulation/Reserve Desk.

*** At 11:00 p.m. the pink cards are checked, and if a reserve book has not been returned to the desk, a telephone call is made to the student asking him to return the book the next morning.

"RESERVED CARD"

1. If an item has been checked out, a person may request that it be held when it is returned.

2. The person should fill out an orange RESERVED CARD (located in FORMS drawer at the Circulation/Reserve Desk). See card on next page.

3. If the book is overdue, fill out a Library Notice Card to be sent to the person to whom it is checked out. Follow the procedure below for filling out the card for any borrower:

   a. Print I.D. number in upper lefthand corner on the back of the card.

   b. Print the call number and title of the book.

   c. Check box "Needed in the Library--please return."

   d. Put the Library Notice Card in the "out-going" mail basket.

4. Put RESERVED card with white book card and cover with an orange plastic overlay.

5. Refile cards in Circulation File.

6. When checking in materials that have an orange RESERVED card attached to the book card, follow the procedures outlined below.

   a. Check in the book as usual.

   b. Fill out a green Library Notice Card (located in the FORMS drawer). *See next page*

   c. Fill in date under "notified" on orange card and the date for a week from the current date under "Hold until."

   d. Put orange card with the item and shelve on the top shelf of the book cart <u>behind</u> the desk in front of the "closed stack."

   e. Put Library Notice Card in mail basket in work room.

   f. When person comes in to pick up material, check it out in the usual way.

   g. Remove orange card before you check out the item, cross off the person's name, and if the card is still usable, refile it in the FORMS drawer.

CAMPUS ASSESSMENT PROGRAM

LOST LIBRARY MATERIALS PROCEDURE

1. At end of each semester, pull all blue charge cards which are overdue. Match them with white charge cards withdrawn from well.

2. Arrange in call number sequence and place in unused card file.

3. Check any problem books behind circulation desk for possible match with charge cards.

4. Shelf-read to make certain books have not been shelved in error.

5. Check Pamphlet File materials by subject and accession number. Unless otherwise specified, Vertical File charge is $1.00 per item.

6. To determine replacement cost of book, check price in shelf list. Add $8.00 processing fee to price for total replacement cost. Each book which is considered lost will be assessed an additional $3.00 fine. This fine is not refundable.

7. Type a campus assessment form for each book.

8. When all charges have been typed, arrange charges by student number. Separate white and canary from pink and goldenrod copies. White and canary copies are sent to Bursar's office; Pink and goldenrod copies are kept in library. Make one copy of each OC charge and send to OC user with explanatory notice attached.

9. If book is returned, pink and goldenrod copies are marked "Book returned," with the date. The charge is credited by marking the charged amount less $3.00 in the credit box with your initials. Retain the goldenroad copy and send the pink copy to the Bursar's Office. If the student needs immediate cancellation of the charge in order to obtain money due him/her from the Bursar's Office, you may give the student the canary copy, which has been returned to the library by the business office, with explicit instructions to deliver it to the cashier window for credit.

10. At semester's end, pull all charge cards from the well, including faculty and staff charged items. Repeat from #2-8.

State University
AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

LIBRARY NOTICE

Please come to the Library to see about the following: Date _____

☐ Now ready for your use – will be held until _____

☐ Needed in the library – please return.

LB11

BRING THIS CARD WITH YOU

RESERVED

Author (or Call No.)

Title

Reserved for

Date of request

Date wanted

Notified Held until

LIBRARY
State University of New York
Agricultural and Technical College
Delhi, New York 13753

OFF-CAMPUS USERS

1. All OC users must fill out an application card and provide proof of identification. For adults, a driver's license number is put on the application; high school students must have a card signed by the high school librarian. Have the applicant print the information for the application and sign his name on the orange library card. Pencil in after "expires" on the orange card the month and year the card was issued. After the card has been in use for one year, if it is still currently active, the borrower's current address should be verified and revised, if required and the pencilled date updated at that time.

2. All library users are given a bookmark on the obligations of an OC user.

3. All OC card holders' cards are kept at the circulation desk. They are not given to the user.

4. The application is then put with the library cards in front of the file drawer.

5. A staff member periodically takes these for processing.

   a. A 3 x 5 index card is typed with name, address, phone number, and OC number. The card is then filed by OC number.

   b. A pocket is taped on the back of the application card for the library card.

6. The application and library cards are filed alphabetically at the circulation desk. (A full-time staff member must initial each application.)

7. When an off-campus user brings his materials to the circulation desk--a limit of 3 items, his card is removed to check the materials out and then returned to the file.

8. A staff member periodically goes through the date due cards for overdue materials.

9. Refer to Campus Assessment Procedure for fines. An OC user is not allowed to circulate materials until his fines have been paid.

STATE UNIVERSITY OPEN ACCESS POLICY

It is the recommendation of the librarian, after consulting with the total library staff, that Open Access users be provided Off-Campus library cards after demonstrating their eligibility as persons currently enrolled in or employed by the institutions in the State University. Off-Campus library cards issued to open access users will bear this special identification and permit the user direct service, including in-person loan of unrestricted and available library materials (services identical to those offered our own registered students, faculty, and staff.)

As the host library is responsible for accepting requests for service, including borrowing privileges, on the basis of the presentation of a valid State University I.D. card, where institutional I.D. cards lack such information as is required to ascertain either the name of the person being identified, his social security number (or some other unique number), the name of the issuing campus, a signature or photograph of the person being identified, and expiration date, or the status of the person being identified (student, faculty, etc.), our library will supplement such information as presented on the card to permit an easy contact with the applicant should that be required.

For members of our own campus community seeking open access use on other State University campuses, the Delhi College I.D. should contain as many elements as required by the host library to permit easy identification of Delhi's eligible library users. Insofar as the borrower is subject to such rules and regulations as are established by a lending campus for its own community, including those rules which govern access to and availability of library materials, loan periods, recalls, and delinquency fees , such applicants as are accepted by our library as valid open access users will be entitled to exactly the same services and borrowing privileges as those offered our own college community.

All Open Access borrowers may return borrowed materials either to their own library or directly to our library, or to any other participating State University library. As the library which receives the material is responsible for the prompt transmission of the returned material to the lending library, we will incorporate a mailing label with each item borrowed by an Open Access Borrower. The borrower is expected to return the material to a library in time to allow its return to our library by the due date, and will be so apprised of this when borrowing material.

Notice of overdues and recalls will be sent directly to the borrower based on information taken when registering the borrower as a valid user of the library. Should we require a home campus to intercede on our behalf for the return of borrowed materials, the Head of Circulation of the borrower's campus library will be contacted.

Open Access privileges will be withdrawn from any user given evidence of abuse. If a user consistently abuses the open access system, privileges may be withdrawn by our campus following the receipt of complaints from other campuses. Notification of such withdrawal of privileges will be passed to the Office of Director of Library Services for distribution to all participating institutions.

This library will follow all directives for evaluation and periodic review of the Open Access system by State University of New York through the Office of the Director of Library Services.

CONTINUING EDUCATION USE

It is a problem for students in Continuing Education extension courses to find adequate library facilities for class assignments. Borrowing privileges from the libraries at Broome Community College, SUNY Binghamton, and the State University College at Oneonta for our extension students are available. Library personnel at these locations have been made aware of this and will be expecting Delhi students using the State University of New York Open Access library Program.

The following library schedules may be useful.

SUNY-Binghamton	M-Th.	8 a.m.	11 p.m.
	F	8 a.m.	9 p.m.
	Sat.	12 Noon	6 p.m.
	Sun.	1 p.m.	11 p.m.
Broome Community College	M-Th.	8 a.m.	10 p.m.
	F	8 a.m.	5 p.m.
	Sun.	4 p.m.	10 p.m.
SUC-Oneonta	M-Th.	8 a.m.	11 p.m.
	F	8 a.m.	6 p.m.
	Sat.	9 a.m.	5 p.m.
	Sun.	1 p.m.	11 p.m.
Delhi	M-Th.	8 a.m.	11 p.m.
	F	8 a.m.	5 p.m.
	Sat.	1 p.m.	5 p.m.
	Sun.	2 p.m.	10 p.m.

INTERLIBRARY LOAN

If the library does not own a certain book or carry a particular magazine that you need, you may order the material through the Interlibrary Loan Service.

Please be sure you fill in the entire interlibrary loan form, including verification.

Be aware that these requests will take from one to two weeks or longer to be filled.

When your request has arrived, the library will notify you, and you may pick up the material at the circulation desk in the library.

Questions and requests should be directed to the Reference desk. Interlibrary loan services are available to all library card holders.

The use of borrowed materials is governed by the regulations of the lending library. A minimum of two weeks should be allowed for delivery of requested material.

At present, our library seeks interlibrary loans for:

1. photocopy of periodical articles, for which no more than five requests from issues of one magazine from the past five years may be made during the year,

2. photocopy of replacement pages for our resources, and

3. books and other materials that are not a part of our collection.

Interlibrary loan requesters should be given a copy of the interlibrary loan request form (see #LB 6 on next page) to initiate our interlibrary loan procedures.

When the request form is received from a requester, check to see that necessary information has been supplied. In the case of a monograph: author, title, place, publisher, date and LC number, if possible, should be written legibly in the proper spaces provided on the form. If the request concerns an article from a periodical, in addition to the author and title of the article, the name of the journal, volume, pages and month, day and year must be supplied. In all cases, a verification or source of reference is needed.

A monograph request is searched in the card catalog. If not found there, it is next verified in OCLC or Books in Print for correct author, title, publisher and date. If it is located on the OCLC terminal, the OCLC number and several location codes are written on the request, with preference given to SUNY codes or codes of those libraries in the SCRLC system. The work form is filled out on the terminal and the request is sent on its way to the first lending library.

After verification, if the material is not available through the terminal, an ALA form is typed, Part D removed and filed alphabetically by author, and the remainder of the form is sent with a mailing label to the nearest library owning the book (see example on next page).

AGRICULTURAL AND TECHNICAL COLLEGE
Delhi, New York 13753

INTERLIBRARY LOAN REQUEST FORM

Borrower's Name _____ Date _____

Local Address _____ Street _____ City _____ State _____ Zip _____ Phone _____

MAGAZINE:

AUTHOR _____ *TITLE OF ARTICLE* _____

MAGAZINE TITLE _____

Volume _____ No. _____ Pages _____ Date _____

ISSN No. _____

BOOK:

AUTHOR _____ *TITLE OF BOOK* _____

Place _____ Publisher _____ Date _____

ISBN No. or LC No. _____

Verification or Source of reference _____

Date material needed by _____

FOR LIBRARY USE ONLY

OCLC No. _____ Locations _____

LB6

Date of request _____ Not needed after: _____ Requester's order no. _____

Call No. _____

LIBRARY
STATE UNIVERSITY OF NEW YORK
AGRICULTURAL AND TECHNICAL COLLEGE
DELHI, NY 13753

A REQUEST

For use of _____ Status _____ Dept. _____

Book author, OR periodical title, vol. and date

Book title, edition, place, year, series, OR periodical article author, title, pages. ☐ This edition only.

Verified in: OR item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known

If non-circulating, & cost does not exceed $ _____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____ Title _____

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by _____

SENT BY: ☐ Library rate ☐

Charges $ _____ Insured for $ _____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned

☐ Non Circulating

☐ Request of _____

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:

Date received _____

Date returned _____

By ☐ Library rate ☐

Postage enclosed $ _____ Insured for $ _____

RENEWALS: ☐ No renewals

Requested on _____

Renewed to _____ for (period of renewal) _____

If it is not in print, Cumulative Book Index or National Union Catalog are then consulted. If the monograph is located in either of these bibliographies, the verification is noted on the request form, and a BARC form is prepared (see example ILL #2). Part E is retained and filed by author, and the remaing parts are sent to Bibliographic and Reference Center, Ithaca.

When the interlibrary loan is received by our library, the appropriate form announcing its arrival is sent to the requester. The date received is marked on the OCLC form which is in the ILL file next to the terminal. A date-due bookmark is inserted inside the front cover of the book and the book is put on the ILL book truck at the Circulation Desk.

A periodical article request is searched in the Periodical Holdings notebook. If the periodical is owned by this library, the requester is notified of this fact. If this library does not carry the periodical, the location of the libraries owning the periodical is searched in the SCRLC or SUNY Union List of Serials. The location codes are written on the request form with the reference to the directory and the page number on which the periodical is found. An OCLC work form is then filled out on the terminal and the request is sent on to the holding libraries.

If the periodical is not available on the terminal, an ALA form is typed, specifying "Photocopy: on the date line. Directly to the left of the address box, the "CCG" is typed. To locate the proper address, consult the "Library symbols" or "Code key" pages in the pertinent Union List of Periodicals.

MICROFILM COPIERS

The four microfilm copiers accept dimes. The keys are kept on a shelf next to the Supply Cabinet. (The charge for microfilm photocopy is 10¢ per page.

COIN-OPERATED PHOTOCOPIER

The charge per page of copy is 10¢

COIN-OPERATED TYPEWRITERS

Charges for use of the coin-operated typewriters are as follows:

25¢ for 30 minutes of use. $1.00 for two hours use.

CHANGE

A cashbox containing dimes and quarters is kept in the upper right drawer of the secretary's desk behind the circulation desk.

FACULTY PHOTOCOPYING

The key to the photocopier is not to be provided for a faculty member or any other user to reproduce multiple copies of instructional material. The key is available to copy library materials (single copy).

All personal photocopying is to be accomplished through the coin-operated mechanism.

MONEY PROCEDURES

Money is taken from the coin-operated machines twice each month. This money is taken to the CADI office to be machine counted and wrapped. The money is then taken to the cashier in the Business Office.

An account of the money from each separate coin-op device is kept and noted. The total amount is entered in the ledger.

SHELVING

A. CIRCULATION AND REFERENCE

Books to be returned to our stacks are shelved by call number. First, however, the following steps must be followed:

1. Remove any material (paper clips, love letters, etc.) left in books.
2. Check to see that book is carded (white and blue cards).
3. Check to see that call number on spine of book agrees with call number on cards.
4. Check to see that accession number on book pocket agrees with accession number on cards, where there is one.
5. Arrange in L.C. classification order on book cart; arrange reference books (REF) separately on cart.
6. Shelve books. (Work-study students will shelve book sideways--with spine facing up.)
7. Shelve quietly; do not disturb students who are studying.
8. All books should be lined up evenly at front edge of shelf. Each shelf should have expansion space at righthand side. Re-arrange books from crowded shelf to shelf above or below.

The books with the following call numbers were shelved correctly:

HG	HG	HG	HG	HG
181	181	181	181	181
R 25	S 83	S 83	T 37	T 4
	1963	1967		

B. FOUR COUNTY LIBRARY SYSTEM BOOKS

1. All non-fiction books are arranged by the first three digits of the Dewey Decimal System which may be found in the spine of the book.

2. All fiction and biography books are shelved alphabetically by author, or, in the author's absence, title.

3. Juvenile books, readily identified by subject matter and physical size and shape, can also be identified by a "J" in front of the Dewey Decimal number on non-fiction, and a large "J" on the spine of all others. These books are shelved at the end of the fiction and biographies on the far side of the shelves.

C. MC NAUGHTON BOOKS

The BEST SELLERS are shelved in the revolving book stand next to the pamphlet file. Because of the nature of the bookcase and of this browsing collection, no attempt is made to keep the books in any order by call number.

BIBLIOGRAPHIES

Copies of our shelflist holdings within each area of the Library of Congress Classification are prepared annually by the Computer Center. These "shelflist bibliographies" can be updated by the use of the Library Booklist (issued five times each year).

The library retains one copy of each bibliography produced and sends one copy and a multilith authorization form to the faculty member requesting a copy of our holdings.

STUDENT LIBRARY AIDES

The library staff is augmented by Student Library Aides who perform various duties, such as shelving books, filing periodicals, staffing the Circulation/ Reserve Desk and assisting the regular clerical staff under proper supervision. These students are not hired directly by the library but are sent to us from the Financial Aid Office.

Each student who is assigned to the library is interviewed by the College Work Study Program Supervisor and is asked to complete a student library aide clerical aptitude test. If the student meets the needs of the library and the supervisor feels that he/she has the aptitude for library work, the student is hired.

The Financial Aid Office determines the total amount of money that each student can earn during the academic year and the total number of hours that the student can work. Although the Financial Aid Office may recommend that each student work a certain number of hours so that the money will last the entire year, the library has found that students who are scheduled for less than 5 or 6 hours per week are not very efficient.

After being hired, each student is given a schedule form (CWSP-2) and asked to cross out those hours in which she/he cannot work (classes, meals, athletics, etc.). After all student schedules are completed, the master schedule is arranged.

Student work hours are assigned according to the following priorities:

1. Circulation/Reserve Desk coverage

2. Shelving

3. Special projects and individual staff needs.

Although the scheduling is based primarily on the needs of the library and not the convenience of the student, care must be exercised to insure that there is a balance between work, class/study and leisure time.

Each student is responsible for keeping his/her timesheet up to date (CWSP-3 & 4). Each time a student reports for work, he/she signs in and then signs out when he/she leaves. At the end of each week, the student totals the number of hours worked for that week. At the end of the biweekly pay period, the student must sign and date the timesheet. The student's name and student number must be readable and the pay period accurately written in the space provided. The supervisor then checks, totals, and signs each timesheet.

Timesheets are then delivered to the Financial Aid Office no later than 4:00 p.m. on the Monday following the end of each pay period. Students are paid the following Thursday. They pick up their pay checks at the switchboard window.

STUDENT LIBRARY AIDE CLERICAL APTITUTE TEST

As a Student Library Aide, your work will demand a great deal of accuracy and attention to detail. This test is designed to check your ability to spot minor differences in numbering and spelling. For each series of members or names, arrange them in the correct order in the spaces provided.

1.

339	383	_____	_____
333	393	_____	_____
330	833	_____	_____

2.

235332	230333	_____	_____
262440	259440	_____	_____
232333	270333	_____	_____
260440	2570333	_____	_____
230333	267339	_____	_____

3.

1432	_____
1342.2	_____
1432.11	_____
1433	_____
1344	_____
1432.9	_____

4.

299	_____
28.9	_____
287	_____
277.73	_____
2767	_____
2727.7	_____
2727.667	_____

5.

Georgia Hauser	_____
Gerald Hauser	_____
George Hausser	_____
Gerrard Hausser	_____
Georgia Hausman	_____

6.

Robert J. Story	_____
Robert L. Storry	_____
Robert J. Storey	_____
Robert M. Storrey	_____
Robert I. Story	_____
Robert L. Story	_____

7.

Harry B. Stafford	_____
Harrold B. Stafford	_____
Harry L. Stafferd	_____
Harry Staferd	_____
Harry M Staford	_____
Henry A. Staford	_____

8. Earl Fuller _____
   Eugene Fulcer _____
   Emily Fuler _____
   Earl Fulerr _____
   Earl Fulcher _____
   Erie Fuller _____

9. Encyclopedia Americana _____
   Encyclopedia Barsa _____
   Encyclopaedia Canadiana _____
   Encyclopaedia Britannica _____

TIME OFF FROM LIBRARY EMPLOYMENT

Any vacation or personal leave must receive prior approval from the librarian. Sick leave (insofar as it is never planned) requires notification of the librarian prior to 10:00 a.m. each day it is taken.

Insofar as it is necessary to coordinate vacation or personal leaves to permit operation of the library during the year, staff requests for vacation or personal leave should reach the librarian one week prior to the request date or dates (if at all possible).

Leaves will only be granted when expected levels of library service can be maintained.

PROFESSIONAL STAFF EMERITUS

The College, in accordance with the Policies of the Board of Trustees (SUNY), provides recognition of "emeritus" status. Library privileges are extended as part of this status and will be given upon presentation of the last issued College identification card (or if unavailable, a valid off-campus registration).

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